Employee Post-Travel Disclosure of Travel Expenses

SECRETARY OF THE SENATE PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 APR 25 AM 11: 34

In compliance with Rube reimbursed/paid for			osures with respect to	travel expenses that have been or
☑ The <u>original</u> Emple	oyee Pre-Travel Autho	orization (Form RE-1), gertification Form with all		y, invitee list, etc.)
Private Sponsor(s) (lis	National Den	nocratic Institute	•	
	2019 - 4/01/2019			
3/28/2 Travel date(s):		<u></u>		
Name of accompanying	g family member (if a	any):		
Relationship to Travel	er:	Child		
INCLUDE LODGING (COSTS IN EMPLOYEE	REASE DUE TO THE ACC EXPENSES. (Attach addi	COMPANYING SPOUS	SE OR DEPENDENT CHILD, ONL'
Expenses for Employ	ree: Transportation	Lodging Expenses	Meal Expenses	Other Expenses
	Expenses	Bouging Expenses	Micai Expenses	(Amount & Description)
☐ Good Faith Estimate	\$984.49	\$984.49	\$74.70	
🛮 Actual Amount				
Expenses for Accomp	panying Spouse or Do	ependent Child (if applic	able):	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
☐ Actual Amount				
Provide a description	of all meetings and ev	vents attended. See Senat	te Rule 35.2(c)(6). (A	ttach additional pages if
necessary.): See atta	ached.			
<u></u> .			<u></u>	
		•		11 10
4-25-2019 (Date)	NazD	name of traveler)		1/h
(Date)	(Printed i	name of traveler)		(Signature of traveler)
TO BE COMDI ETEI	AN CHIDED VICINIO	MEMBED/OFFICED.		

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Naz Durakoglu
Employing Office/Committee:	Office of Senator Jeanne Shaheen
Private Sponsor(s) (list all):	nal Democratic Institute (NDI)
Travel date(s): March 28- April	1, 2019
	the trip for any reason you must notify the Committee.
Destination(s): Kyiv, Ukraine	······································
Explain how this trip is specificall	y connected to the traveler's official or representational duties:
Relations' Subcommittee on Europe place in Europe in 2019, but it will to on U.S. funding priorities in Europe	duties of Senator Shaheen's assignment as the Ranking Member of the Senate Foreign and Eurasia. The presidential election is Ukraine is not only one of the biggest events taking the the subject of the Subcommittee's first hearing. Further, as per the Senator's oversight duties and Eurasia, funding to Ukraine to build the resilience of democratric institutions is a key piece to observe Ukraine's presidential elections will help with those responsibilities, as well.
Name of accompanying family more Relationship to Employee: Special	mber (if any):
Relationship to Employee: Spe	ouse Child
I certify that the information contains 2 - 25 - 2 - 1 - (Date)	sincd in this form is true, complete and correct to the best of my knowledge: Signative of Employee
	SING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, for the Minority, and Chaplain):
(Print Senator's/Officer's	
related expenses for travel to the e	rvision, to accept payment or reimbursement for necessary transportation, lodging, and vent described above. I have determined that this travel is in connection with his or her officeholder, and will not create the appearance that he or she is using public office for
I have also determined that the attended of the Senate. (signify "yes" by check	endance of the employee's spouse or child is appropriate to assist in the representation king box)
(Date)	(Signature of Supervising Senator/Officer)

PAT ROBERTS, KANSAS

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK

TELEPHONE: (202) 224-2581 FACSIMILE: (202) 224-7416 TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS
March 26, 2019

Naz Durakoglu
Office of Senator Jeanne Shaheen
United States Senate
Washington, DC 20510

Dear Ms. Durakoglu:

This responds to your recent correspondence concerning an invitation you received to travel to an international election observation mission in Kyiv, Ukraine, on March 28 to April 1, 2019, sponsored by the National Democratic Institute (NDI), using funds provided to them by the U.S. Agency for International Development. NDI certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. NDI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, NDI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

¹ The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

² The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glóssary of Terms at 2.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, NDI represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government). The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Deborah du Mayon

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

Durakoglu, Naz (Shaheen)

From:

Jerry Hartz <jhartz@ndi.org>

Sent:

Tuesday, January 15, 2019 9:28 AM

To:

Durakoglu, Naz (Shaheen)

Cc:

Laura Jewett; Katie Fox; Kristina Jeffers

Subject:

Invitation to Join NDI's Election Mission to Ukraine

Hi Naz,

Hope you enjoyed the snow!

As you know, the Ukraine presidential election is coming up on March 31st. Following up on the interest you expressed last fall, NDI would like to invite you to be a delegate on the March 31st deployment. The dates for the mission will likely be arrival on Tuesday, March 26th and leaving on Tuesday, April 2nd. However, because there are votes before and after the March 31st date, we can be flexible if your schedule doesn't allow you to participate for the entire time.

Joining our election mission is a great opportunity for you to see the political situation on the ground, and NDI would certainly benefit from your expertise. Let us know if you think this might be a possibility.

Best

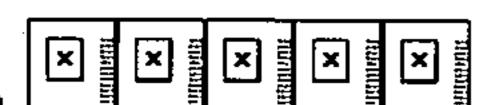
Jerry, Laura and the Eurasia team

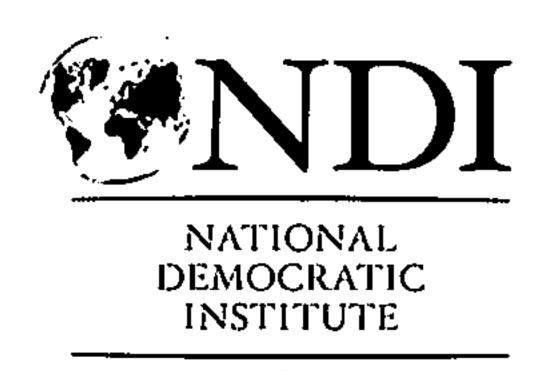
Jerry Hartz

Director of Government Relations and CommunicationsNational Democratic Institute

455 Massachusetts Avenue, NW Washington, DC 20001

+1 202 728 5500 main jhartz@ndi.org





Participant List

NDI International Observation Mission Ukraine Presidential Elections 2019 March 26 - April 2, 2019

First Name	Last Name	Affiliation
Paige	Alexander	Former USAID Assistant Administrator
Mariam	Baramidze	NDI Georgia
Robin	Carnahan	NDI Board, Former Missouri Secretary of State
Corina	Сероі	Internews
Naz	Durakoglu	US Senate
Audrey	Glover	Chairman, Foreign Policy Centre
Gabrielle	Gould	US House
Christina	Hartman	Independent Elections Expert and Political Consultant
Laura	Jewett	NDI Regional Director for Eurasia
Lionel	Johnson	NDI Board
Peeter	Kaaman	Independent Democracy Assistance Expert .
Jonathan	Katz	GMF
Mirjam	Krijnen	Candidate for Dutch Senate
Magda	Labadze	NDI Georgia
Kathleen	Matthews	Former Chair, Maryland Democrats
Michelle	McGrorty	Independent Political Expert
Damian	Murphy	US Senate
Mary	O'Hagan	NDI Resident Senior Director in Ukraine
Birgitta	Ohlsson	Former Minister of EU Affairs/Member of Parliament
Christy	Quirk	Independent Opinion Research and Political Expert
Joanna	Rohozinska	National Endowment for Democracy
Bob	Satawake	NDI Equal Voices for Democracy Committee
William	Taylor	United States Institute of Peace



NDI Election Day Observation Mission March 31 Presidential Elections

Time	Activity	Location
	March 29, Friday	
1:10 pm	Delegates arrive in Kyiv and met at airport by NDI staff	Boryspil International Airport
2:00 pm - 4:00 pm	Delegates check-in and receive briefing materials	Hyatt Regency Kyiv
4:00 pm - 7:30 pm	Training on election day procedures, International Election Code of Conduct, logistics, and security	Hyatt Regency Kyiv
	NDI-Ukraine staff will conduct the trainings. Topics of discussion will include best practices and standards for international election monitoring, instructions for completing reporting forms at polling stations, logistical arrangements for deployment, and security guidelines and procedures.	
7:30 pm	Dinner with European Parliament	Hyatt
	March 30, Saturday	
7:30 am - 9:00 am	Breakfast	. Hyatt
9:00 am - 10:30 am	Meeting with Ambassadors	Hyatt - Library

All Kyiv-based delegates will meet with the British Embassy, the Embassy of the Kingdom of Sweden, the U.S. Embassy, the E.U. Delegation, the Norwegian Embassy, the Canadian Embassy, and the Council of Europe to discuss the election environment. 10:30 am - 12:15 pm Senate staffers will have a private meeting with U.S. Ambassador to Ukraine Marie Yovanovitch to discuss the election and its implications for U.S. foreign policy in the region. 12:15 pm 2:00 pm Delegation lunch Hyatt 2:15 pm - 2:30 pm Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 4:15 pm Hyatt - Library 7:00 pm NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station #1 Yasy/kiv, Kyiv Oblast Ensure that polling stations open on time		·	
Senate staffers will have a private meeting with U.S. Ambassador to Ukraine Marie Yovanovitch to discuss the election and its implications for U.S. foreign policy in the region. 12:15 pm - 2:30 pm - 2:30 pm - 4:15 pm Delegation meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. Transfer to hotel ### NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:30 am Depart hotel for first polling station O7:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast		Embassy of the Kingdom of Sweden, the U.S. Embassy, the E.U. Delegation, the Norwegian Embassy, the Canadian Embassy, and the	
Senate staffers will have a private meeting with U.S. Ambassador to Ukraine Marie Yovanovitch to discuss the election and its implications for U.S. foreign policy in the region. 12:15 pm - 2:30 pm - 2:30 pm - 4:15 pm Delegation meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 12:15 pm - 4:30 pm - 6:00 pm NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station O7:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast		Private Meeting with Ambassador Yovanovitch	Hyatt - Library
2:30 pm - 2:30 pm - 4:15 pm Delegation meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 7. Transfer to hotel Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station O7:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kviv Oblast	12.13 pin	Ukraine Marie Yovanovitch to discuss the election and its implications	
2:30 pm - 4:15 pm Delegation meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 4:15 pm - 4:30 pm - 6:00 pm NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station O7:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast	-	Delegation lunch	Hyatt
4:15 pm Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 4:15 pm - 4:30 pm - 6:00 pm NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station O7:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast	-	Transfer to ODIHR	
human rights issues in Ukraine and OSCE/ODIHR's election observation mission. 4:15 pm - 4:30	_	Co-operation in Europe Office for Democratic Institutions and	ODIHR Offices
4:30 pm - 6:00 pm Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station 07:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast		human rights issues in Ukraine and OSCE/ODIHR's election	
6:00 pm Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station Or:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast	•	Transfer to hotel	
Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation. Evening Free March 31, Sunday 5:50 am Depart hotel for first polling station 07:00 am - 8:30 am Observe opening of polling station #1 Vasylkiv, Kyiv Oblast	-	NDI internal debrief	Hyatt - Library
March 31, Sunday 5:50 am Depart hotel for first polling station 07:00 am - Observe opening of polling station #1 8:30 am Observe Oblast		takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the	
5:50 am Depart hotel for first polling station 07:00 am - Observe opening of polling station #1 8:30 am Observe Oblast		Evening Free	
07:00 am - Observe opening of polling station #1 8:30 am Vasylkiv, Kyiv Oblast	· · · · · · · · · · · · · · · · · · ·	March 31, Sunday	· · · · · · · · · · · · · · · · · · ·
8:30 am	5:50 am	Depart hotel for first polling station	
Ensure that polling stations open on time		Observe opening of polling station #1	
		Ensure that polling stations open on time	

	Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	
8:30 am - 9:30 am	Observe polling station #2 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Ksaverivka village, Kyiv Oblast
9:30 am - 10:30 am	Observe polling station #3 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Sokolivka village, Kyiv Oblast
10:30 am - 11:30 am	Observe polling station #4 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Bila Tserkva, Kyiv Oblast
11:30 am - 1:00 pm	Lunch	Lunch Near Polling Station #4
1:00 pm - 2:30 pm	Observe polling station #5 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Bila Tserkva, Kyiv Oblast
2:30 pm - 4:00 pm	Observe polling station #6 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Bila Tserkva, Kyiv Oblast
4:00 pm - 5:30 pm	Observe polling station #7 Note any voting irregularities that may arise and general observations based on earlier training with NDI staff Report observations to NDI Kyiv office	Vasylkiv, Kyiv Oblast

5:30 pm - 7:00 pm	Dinner	Dinner Near Polling Station #7
7:00 pm - 9:00 pm	Observe closing of polling station #1 Observe closing procedures and general observations, noting any discrepancies with international standards Report observations to NDI Kyiv office	Chabany, Kyiv Oblast
	Evening Free	
	April 1, Monday	
10:30 am - 11:15 am	Debrief with delegates Kyiv-based delegates, and any delegates returning from nearby cities, will debrief their experiences with delegation leadership, reporting back on trends and hearing about what other delegates saw in the nearby regions. This meeting will continue to 12:30 to allow more delegates to return from various locations.	Hyatt - London Room
11:15 am	Depart for Boryspil Airport	
12:10 pm	Arrive at Boryspil Airport	Boryspil International Airport
2:10 pm	Depart Kyiv for Washington, D.C.	•

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Spo	National Democratic Institute nsor(s) of the trip (please list all sponsors):
Des	cription of the trip: International observation mission for Ukraine's March 31, 2019 presidential
eled	ction
Dat	es of travel: March 28 - April 1, 2019
Plac	e of travel:
Nar	ne and title of Scnate invitces: Naz Durakoglu, Senior Policy Advisor, Senator Jeanne Shaheen
l ce	rtify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. - OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain o employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	- AND -
X	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked direct or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
l ce	rtify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princip except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9)

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	 (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip. OR -
	 (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). − OR −
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Scnate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	NDI is facilitating an independent, international election observation mission to Ukraine for the March
	2019 presidential election. NDI's role is to recruit and deploy a multinational group of observers that
	can provide a credible, external analysis on the conduct of the election.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: NDI is a nonprofit, nonpartisan, nongovernmental organization working to support and strengthen
	democratic institutions worldwide. The observation delegation will monitor the Ukrainian presidential
	election, noting voting irregularities and reporting on the polling environment.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips: Through the House Democracy Partnership, NDI facilitates meetings and briefings for congressional
	delegations that visit other countries. Additionally, NDI has sponsored international observer delegations
	comprised of former heads of state, high-level government officials, and leading political figures.

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NDI provides tech	ومراهم ولا ومروع والمراهم					
	NDI provides technical assistance to parliament on constituent outreach and transparency and					
trainings for civil s	ociety organizations on ad	lvocacy. NDI also wo	rks with domestic and	l international		
observers to moni	tor elections, builds coaliti	ons for electoral refo	rm, and trains women	candidates.		
Total Expenses for	r Each Participant:					
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses		
Good Faith estimate	\$897.63 (airfare and taxis)	\$729 (based on federal government per diem rates)	\$472.50 (based on federal government per diem rates)	\$117 (incident expenses, based federal governm per diem rates		
Amounts	-					
The trip is arrange	d without regard to congre	essional participation.	······································			
Reason for selecting	ng the location of the even	t or trip		· · · · · · · · · · · · · · · · · · ·		
Presidential election	on .					
		•				
Name and location of hotel or other lodging facility:						
Hyatt Regency, Al	ly Tarasovoi St, 5, Kyiv, U	kraine, 01001				
				· · · · · · · · · · · · · · · · · · ·		
	cting hotel or other lodging	g facility:				
Reason(s) for sele-	••••• ••• ••••••••••••••••••••••••••••					
• •	proximity to local partners		ability of meeting space	ce in hotel		

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel: The Federal Government's maximum per diem rates are strictly observed for the purposes of the trip.				
	· · · · · · · · · · · · · · · · · · ·				
22	Describe the time and along of transportation being provided. Indicate whether couch business class or first				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Round-trip coach airfare will be provided				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	N/A				
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor:				
	Signature of Travel Sponsor: Name and Title: Laura Jewett, Regional Director				
	Name of Organization: National Democratic Institute				
	Address: 455 Massachusetts Ave NW, Washington, DC 20001				
	Telephone Number:				
	Fax Number:				
	E-mail Address:				